

# PERSONNEL BOARD

## February 19, 2004

### MEETING

Meeting was held Thursday, February 19, 2004, City Council Chambers, County-City Building, Lincoln, Nebraska.

Members present: Kathy Tabor, Sarah Jones, Maggie Stine, Scott Frogge. Member absent: Ed Wimes. Personnel Department resource staff attending: Karen Eurich.

The meeting was opened at 1:30 p.m. by Chair Sarah Jones.

Sarah Jones announced the Board had several past minutes to vote on and asked the Board to review them. It was moved by Kathy Tabor and seconded by Scott Frogge to approve the minutes of the June 19, 2003 Personnel Board hearing. Motion unanimously carried by roll call vote. It was moved by Kathy Tabor and seconded by Maggie Stine to approve the minutes of the August 21, 2003 Personnel Board meeting. Voting yes: Kathy Tabor, Sarah Jones, Maggie Stine. Abstaining: Scott Frogge. It was moved by Sarah Jones and seconded by Scott Frogge to approve the minutes of the October 16, 2003 Personnel Board meeting. Voting yes: Sarah Jones, Maggie Stine, Scott Frogge. Abstaining: Kathy Tabor.

Agenda Item 1 was the request to create the classifications 3104 Operations Quality Assurance Coordinator (A11), 5506 Park Planning Assistant (A06), and 5602 StarTran Handi-Van Supervisor (A11). John Cripe of the Personnel Department explained the request. Class 3104 Operations Quality Assurance Coordinator is being created for the 911 Communications Center. The duties being performed in this classification are currently part of an Emergency Service Dispatcher III position. The department has asked that the assignment of the quality assurance duties be made into its own class. An employee who is currently doing these duties will be reallocated into the new position upon approval. Class 5506 Park Planning Assistant is being created for the Parks & Recreation Department in the planning area. This position will help coordinate Parks projects and grants and will be posted for recruitment. Class 5602 StarTran Handi-Van Supervisor is being created for the StarTran division of Public Works. Currently all handi-van services are being done by one of the StarTran Field Supervisors and this person has become a specialist in ADA regulations. Due to that fact, the department wants to create a separate position to take care of transportation for the disabled. The pay range is the same as the StarTran Field Supervisor position and this person would be able to assume the other supervisory duties when needed. Following discussion, it was moved by Maggie Stine and seconded by Kathy Tabor to approve the creations as presented. Motion unanimously carried by roll call vote.

Agenda Item 2 was the request to change the title of classification 5518 from Arborist III to Forestry Operations Supervisor and classification 5519 from Arborist IV to City Forester. John Cripe of the Personnel Department explained the title changes are due to industry standards throughout the United States, and the department wanted to better reflect these titles. The Arborist III supervises the day-to-day operations over the other arborists and the Arborist IV is the lead person over all arborists for the division. Following discussion, it was moved by Sarah Jones and seconded by Kathy Tabor to approve the title changes as presented. Motion unanimously carried by roll call vote.

Agenda Item 3 was the request to change the pay range of classifications 5430 Food Production

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Manager from A02 to A04, 5435 Cook from N03 to N05, and 5436 Food Service Worker from N01 to N03. John Cripe of the Personnel Department explained this request. These classes are all located in the Aging Division of the Mayor's Department. When hiring new employees the division has been forced to hire above the minimum, as the pay ranges are not competitive to the market. Following discussion, it was moved by Kathy Tabor and seconded by Maggie Stine to approve the pay range changes as presented. Motion unanimously carried by roll call vote.

Agenda Item 4 was the request to amend Section 2.76.040 of the Lincoln Municipal Code – Definitions. Don Taute of the Personnel Department explained this request was to amend the definition of “unclassified employees” to be able to allow police trainees to sign up for health and dental benefits while in their trainee status. Currently, Police Trainees serve 12 weeks in the trainee program, then a 6 month probationary period as a police officer. They do not become eligible for the City's contribution to health and dental until 90 days after becoming a Police Officer. A number of applicants choose not to proceed with the hiring process because paying the full cost of health insurance for the longer period is cost prohibitive. The Police Department has indicated this has been detrimental to them in being able to hire new officers that have families, as most would have to go without insurance for the first 12 weeks while in trainee status. This amendment has been discussed with the Mayor and the budget office and research has been done on the overall effect of allowing the officers to receive the City's contributions sooner and has been determined it would not be a large financial burden on the City. Following discussion, it was moved by Sarah Jones and seconded by Kathy Tabor to approve the amendment as presented. Motion unanimously carried by roll call vote.

Agenda item 5 was miscellaneous discussion. Chair Sarah Jones announced the settlement and withdrawal of the John Arnold personnel board hearing previously scheduled for December, 2003.

There being no further business, the meeting adjourned at 1:50 p.m.

The next scheduled meeting is tentatively set for Thursday, March 18, 2004.

Karen Eurich  
Personnel Operations Specialist

PC: Mayor Seng  
Connor Reuter  
Joan Ross, City Clerk  
Mark Munger, IAFF  
Gary Meier, LCEA  
Gary Young  
Don Herz  
Tom Casady

Jeff Stump, NAGE  
Les Helms, ATU  
Ed Sheridan, LPU  
Dalton Tietjen  
Jane Burke  
Lynn Johnson  
Allan Abbott  
June Pederson